NOTICE (Smoking)

1.0 Smoking in the Auditorium is prohibited during patient activities, but is permitted during employee activities (providing the employee procures and makes use of the available ash tray supply), and smoking is always prohibited on the stage of the Auditorium.

A. These regulations are in keeping with the recommendation of the Institutional Fire Marshall and it is only proper that smoking not be indulged in by employees when patients are present and are not extended the same privilege.

RELEASE OF INFORMATION CONCERNING PATIENTS

1.0 Nursing Service Personnel (this includes nurses and technicians) should release no specific information about patients in their charge other than the daily status of the patient.

2.0 The following statements are the Institution's policy regarding the release of information:

A. In general, no information regarding a patient will be released without the written permission of the patient or his guardian.

B. When the medical record of a patient is requested by an employee, permission must be obtained from the ward physician.

C. A Federal Agency is entitled to specific information in answer to specific questions, but if a complete medical and psychiatric history is requested, approval must be obtained either from the patient or the Superintendent of the institution.

D. Courts are entitled to information concerning patients, and this must be given by the Superintendent, Clinical Director or a designated representative.

E. In general, information requested by social service agencies will be furnished by our Social Service Department, according to the needs of the individual case.

F. All items of a doubtful nature will be referred to the Superintendent or the Assistant Superintendent for a decision.

REPORTING MISUSE OF STATE PROPERTY AND SUPPLIES

1.0 During the course of a recent investigation involving misuse of State Property and Supplies, it was conclusively noted that the Ward Charge Technician responsible had failed to officially advise the Area Supervisor and others directly concerned, in writing, that State supplies and materials had been improperly removed from the ward.

A. The investigation was initiated as a result of observations from another source and, as a result, the employees responsible were suspended.

2.0 The official policy of Sonoma State Hospital relating to the protection of State Property and Supplies was issued on June 18, 1957, and a copy of this memorandum should be available on all ward bulletin boards.

2.1 In addition, each employee should be aware of Section 89, Incompatible Activities,

A. "No employee shall use for private gain or advantage the time that he is required to devote to the performance of his state duties or the facilities, equipment, or supplies of the State."

3.0 It is important that all levels of supervision be aware that whenever State Property is missing or misused, a report should be forwarded directly to the Superintendent of Nursing Services, with a copy to the office of the Assistant Superintendent, Business.

A. The report should indicate the nature of the item or items missing and whatever circumstances and facts the employee is able to outline.

B. If the misuse of State supplies involves patients and employees, the report should be placed on a Special Incident Form, in which case a duplicate should be forwarded to the Assistant Superintendent, Business.

C. Cooperation of all supervising levels concerned will insure more effective internal controls and contribute to effective utilization of State equipment and supplies.

STATE PROPERTY AND SUPPLIES

1.0 We direct the attention of each employee to Circular Letter #2045 of the Department of Mental Hygiene concerning State property, which reads as follows:

A. "State property and supplies of all kinds must be conserved and protected.

B. Institutional procedures designed to prevent misuse of supplies, wastage and theft must be scrutinized carefully so that control is adequate. An efficient checking system is particularly important in handling foodstuffs, farm produce, mechanical supplies, housekeeping supplies, clothes and drugs.

C. You are herewith directed to put into effect immediately those methods that in your particular institution will be effective and will ensure that no loss will accrue from wastage, misuse or theft."

2.0 Please note that the foodstuffs supplied through the commissary to all kitchens and dining rooms are State property and the food is to be served only to our patients. All employees are now on gross salary and may partake of State food only after surrendering an appropriate meal ticket and being served in the employees' dining room. Any employee otherwise consuming or taking State-purchased food, equipment or supplies will be violating a Departmental order and will be dealt with according to the seriousness of the offense.

3.0 It is the responsibility of each employee to comply with these regulations. In the Nursing Service, it is particularly the responsibility of each Charge Technician and each Supervisor to see that the employees under his/her supervision strictly observe these directions.

REMOVAL OF SURPLUS GARBAGE AND TABLE SCRAPS

1.0 Employees will not be permitted to remove scraps from any service area or ward kitchen.

A. The ONLY exception will be applicable to employees' dining room where employees will be permitted to take whatever table scraps remain from the employee's given meal in normal and acceptable amount.

2.0 We wish to advise all employees that deviations will result in disciplinary action by the appropriate division chief.

A. Your attention is also invited to the regulation governing State Property and Supplies.

See following pages.

FLOWER PICKING

1.0 Careful planting of annual flowers have given the front areas of the grounds a lot of color.

2.0 It is therefore requested that all employees refrain from picking flowers or shrubbery at any time within the grounds of the Hospital.

3.0 Your cooperation in this matter will assist us in maintaining a high standard in the appearance of our grounds.

Findings of institution personnel officer

Signed _____ Date _____

To be completed and returned to the institution personnel officer before _____

Decision of Superintendent

Reasons

Signed _____ Date _____

Decision of Director

Reasons

Signed _____ Date _____

(For Department Use)

SONOMA STATE HOSPITAL

No. _____

GRIEVANCE REPORT

Name of Employee _____ Date: _____

Title _____ Unit _____

Employee's Statement of the Difficulty

Signed _____ Date _____

To be completed and returned to the institution personnel officer before _____

Decision of Supervisor

Reasons

Signed _____ Date _____

To be completed and returned to the institution personnel officer before _____

Decision or Reviewing Official

Reasons

Signed _____ Date _____

(See reverse side)

Procedure	- Employee Action	Department Action	Time Limit for Dept.
5.0	Re-submission of the Grievance Report to the institution personnel officer will be considered as an appeal to the Director of the Department of Mental Hygiene.	Institution personnel officer immediately forwards original and copy of Grievance Report to Departmental Personnel Officer, who investigates and forwards his findings to the Director. The Director's decision is indicated, the original form is sent directly to the employee and the copy to the institution personnel officer.	15 working days
6.0	Presents written appeal with statement of departmental action in those cases where final authority lies outside of the department.		

OUTLINE OF GRIEVANCE PROCEDURE

Procedure	- Employee Action	Department Action	Time Limit for Dept.
1.0	Talks to immediate supervisor	Supervisor advises employee of adjustment and the reasons for his decision.	
2.0	Obtains three Grievance Report forms from the institution personnel officer or other designated person, completes his section and files all copies, either personally or through his representative, with the institution personnel officer.	Institution personnel officer obtains on the Grievance Report forms the decision, including reasons, from the employee's immediate supervisor, retains one copy and sends original and copy to employee.	2 working days
3.0	If he wishes to appeal, he or his representative may re-submit original Grievance Report to the institution personnel officer.	Institution personnel officer immediately forwards his office copy and original Grievance Report to the appropriate reviewing official, who, after discussion with the employee or his representative, enters his decision, including reasons, and returns to the institution personnel officer. The copy is retained and the original sent to the employee.	3 working days
4.0	If he wishes to appeal the above decision, he or his representative re-submits original Grievance Report to the institution personnel officer.	Institution personnel officer investigates, attempts to promote agreement, and reports the facts on Grievance Report. The copy is retained and the original sent to the employee.	5 working days
A	Re-submission of the Grievance Report to the institution personnel officer will be considered as an appeal to the Superintendent.	Institution personnel officer immediately forwards original and copy of Grievance Report to the Superintendent, who, after discussion with the employee and/or his representative, indicates his decision and returns forms to institution personnel officer. The copy is retained and the original sent to the employee.	5 working days

5.0 If the employee is not satisfied, he may appeal to the Director of the Department of Mental Hygiene by re-submitting the original Grievance Report to the institution personnel officer, who shall immediately transmit his office copy and the original Report to the Director via the Departmental Personnel Officer. The Departmental Personnel Officer will review the file, making such investigation as is necessary, and forward his findings to the Director. The Director shall indicate his decision and reason on the forms, return the copy to the institution, and mail the original directly to the employee. This step shall be completed within fifteen working days.

6.0 In those matters where final jurisdiction lies outside the Department, the employee may appeal an adverse decision to the appropriate body after exhausting departmental remedies. There shall be nothing in this procedure that denies the employee his rights under the law.

General Provisions

7.0 For good reason the institution personnel officer or the Departmental Personnel Officer can authorize in writing an employee to bypass one or more steps in the grievance procedure.

The institution personnel officer is responsible:

A. For advising the employees and supervisors regarding procedure.

B. For assisting and ascertaining facts.

C. For insuring that time limits are adhered to.